

RMS

Chief, Management Staff

26 February 1958

Chief, Records Management Staff

Weekly Report - Week Ending 26 February 1958

1. Contributions

a. Tangible

25X1A6a

- (1) Installed the Subject-Numeric Filing System in the Construction and Development Branch, Cartography Division. Developed a control card to assist in earmarking records for destruction.
- (2) Received approval from GSA for the installation of Shelf File plan in the [REDACTED] from a floor-load viewpoint.
- (3) Reviewed and approved the destruction of 21 cu. ft. of old CSC reports which had been held by the Library.
- (4) Completed the evaluation of an Employee Suggestion relative to changes in Letterex and recommended its disapproval.
- (5) Completed 12 new and revised forms. Eliminated 2 forms.
- (6) Ninety-one cu. ft. of inactive records were received and 30 cu. ft. destroyed by the Records Center.
- (7) Eliminated 11 of the 30 new contract forms requested by the Office of Logistics.

b. Intangible

- (1) Arrangements completed with the Interim Assignment Branch to perform some unclassified clerical work in conjunction with relocation of records in the Center when the addition is completed.

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel.

(2) OPR

(3) Building Planning Staff.

(4)

b. Installation of Filing Systems.

(1) Construction and Development Branch. See 1a (1).

(2) Office of Personnel

c. Thirty-nine new and revised forms in process.

d. Revision of Travel Order, Form No. 540.

e. Form Management Survey, Printing Services Division.

f. Shelf File Installations.

(1) Library/OCR. The floor plan being developed.

(2) [REDACTED] A tentative floor plan has been developed. A tour of the Biographic Register installation was conducted for two officials of the Division.

(3) Map Library/OCR. See 1a (2).

g. Filing System for Biographic Profile, Office of Personnel.

h. Vital Materials Program. Review and modification of procedures continues.

3. Assignments - Inactive

a. [REDACTED] Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Security Office, Shelf File.

d. Survey Vital Personnel Records.

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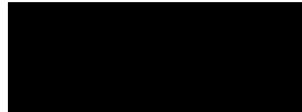
4. News

- a. Seven members of this Staff; 2 from Business Machine Services and 3 people from operating offices attended the Interagency Records Administration Conference meeting at the National Archives on the Integrated Paperwork Systems.
- b. Five members of the Staff attended the IBM, HANACADE.
- c. Through informal arrangements, the new Chiefs of Registrars at [REDACTED] were briefed on our progress and acquainted with the survey code by [REDACTED] at that station.

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Mgt. /S/RMS [REDACTED] skm/fjm (28 Feb. 58)

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